

STATE OF MAINE OFFICIAL NOTICE OF LAYOFF

Name of Employee		Agency		Unit/Division	
Social Security Number		Class Code		Class Title	
Seniority Date		Bargaining Unit		Effective Date of Layoff	
				Home Telephone	
Home Address					
Street		City		State Zip Code	
Were Bumping Rights Exercised? Yes <input type="checkbox"/> No <input type="checkbox"/>		Class Bumping Into		Unit/Division Bumping Into	
Signature of Employee					Date
Signature of Appointing Authority					Date
Previously Held Classes					
1. _____		3. _____			
2. _____		4. _____			

	F	P	T	S		F	P	T	S		F	P	T	S
0 All Counties					21 HANCOCK County					42 PISCATAQUIS County				
1 ANDROSCOGGIN County					22 Bar Harbor					43 Dover - Foxcroft				
2 Lewiston					23 Bucksport					44 Greenville				
3 Livermore					24 Ellsworth					45 SAGadahoc County				
4 AROOSTOOK County					25 KENNEBEC County					46 Bath				
5 Ashland					26 Augusta					48 SOMERSET County				
6 Caribou					27 Augusta - AMHI					49 Skowhegan				
7 Fort Kent					28 Waterville					50 WALDO County				
8 Houlton					29 KNOX County					51 Belfast				
9 Madawaska					30 Rockland					52 WASHINGTON County				
10 Presque Isle					31 Thomaston					53 Bucks Harbor DCF				
11 Van Buren					32 LINCOLN County					54 Calais				
12 CUMBERLAND County					33 Boothbay					55 Eastport				
13 Portland					34 OXFORD County					56 Machias				
14 Brunswick					35 Norway					57 YORK County				
15 Baxter School					36 Rumford					58 Biddeford				
16 South Portland					37 PENOBSCOT County					59 Kittery				
17 Windham - MCC					38 Bangor					60 Saco				
18 FRANKLIN County					39 Bangor - BMHI					61 Sanford				
19 Farmington					40 Charleston									
20 Rangeley					41 Millinocket									

WORK LOCATION DESIGNATION

(To be completed by employee)

The geographic location above is to designate where and under what conditions you will accept work. Before completing this section, consider where you might like to live (urban or rural); availability of housing suitable to you; cost in relation (buying or selling a home, obtaining a new apartment); or commuting costs (fuel, wear and tear on a car, etc.) AFTER CONSIDERING THESE THINGS, DESIGNATE ALL THE AREAS IN WHICH YOU WOULD TRULY ACCEPT EMPLOYMENT. If your plans or situation change, you can always update this information by contacting the Certification Supervisor. If you are referred to a vacancy and do not report for the interview, your name will be removed from the eligible register.

CONDITIONS OF WORK

F = FULL-TIME: If you designate Full-time, we will refer you to vacancies which require 40 hours per week. Specific positions may require shift, weekend, overtime, callout, standby or non-standard duty hours.

P = PART-TIME: If you designate Part-time, we will refer you to vacancies which require less than 40 hours per week. If you wish to be considered for Job Sharing, also check this box.

T = TEMPORARY: If you designate Temporary, we will refer you to vacancies which normally are of less than 6 months duration. This includes Acting Capacity assignments.

S = SEASONAL: If you designate Seasonal, we will refer you to vacancies in Seasonal positions as required by the work (recreational, agricultural, tax processing, etc.).